**Writingway - Quick Reference Guide**

### ****1. Project Organization****

* **Structure:** Organize projects into Acts > Chapters > Scenes.
* **Adding:** Right-click in the project tree to add new sections.
* **Renaming/Reordering:** Right-click to rename, drag-and-drop to reorder.
* **Deleting:** Right-click > Delete (removes all sub-sections too).
* **Scene Status:** Mark scenes as "To Do," "In Progress," or "Done."
* **Navigation:** Click a scene in the tree to open it in the editor.

### ****2. Compendium & Contextual Writing****

* **Worldbuilding Storage:** Keep notes on characters, places, history, etc.
* **Categories & Entries:** Right-click in the Compendium to add new items.
* **Quick Lookup:** Hover over keywords in the editor to view details.
* **Drag & Drop:** Move entries between categories.
* **AI Integration:** The AI uses compendium data for consistent writing.

### ****3. Writing Environment****

* **Editor:** Rich text editor with standard formatting (Bold, Italic, etc.).
* **Scene Switching:** Click a scene in the project tree to edit.
* **Focus Mode:** Distraction-free full-screen mode.
* **A4 Simulation:** View text in a book-like layout.
* **Custom Backgrounds:** Set calming images or solid colors.

### ****4. AI & Prompt Integration****

* **Workshop Chat:** Brainstorm ideas with AI via chat.
* **Configurable Prompts:** Edit/customize AI-generated suggestions.
* **Rewrite Tool:** Select text > AI suggests improved wording.
* **Scene Summaries:** AI can generate quick overviews of chapters.
* **LLM Configuration:** Choose AI providers via settings.

### ****5. Text Analysis & Statistics****

* **Readability Check:** Highlights complex/awkward sentences.
* **Style Review:** Flags passive voice, weak phrasing, overused words.
* **Narrative Balance:** Analyzes dialogue vs. narration pacing.
* **Word Count Stats:** Tracks project length by Act/Chapter/Scene.
* **Character Insights:** Measures dialogue proportions.
* **Progress Tracking:** Charts writing output over time.

### ****6. Customization & Settings****

* **Themes:** Light, Dark, and Sepia themes available.
* **Auto-Save:** Adjustable interval to prevent data loss.
* **Text-to-Speech:** Have the program read your writing aloud.
* **Keyboard Shortcuts:** Customize for faster workflow.
* **AI Toggle:** Enable/disable AI tools as needed.